

CBP OFFICER (PROGRAM MANAGER)


CUSTOMS AND BORDER PROTECTION

1 vacancy in the following location:

 Washington DC, DC

Work Schedule is Full Time - Temporary NTE 2 years

Opened Wednesday 11/16/2016
(155 day(s) ago)

 Closed Friday 11/25/2016
(146 day(s) ago)

Salary Range

\$108,887.00 to \$141,555.00 / Per Year

Series & Grade

GS-1895-14/14

Promotion Potential

14

Supervisory Status

No

Who May Apply

Current U.S. Customs and Border Protection employee with competitive service.

Control Number

453869900

Job Announcement Number

MHCMP-1826198-LF

Job Description

Job Summary

Customs & Border Protection (CBP): Securing America's Borders

Do you desire to protect American interests and secure our Nation while building a meaningful and rewarding career? If so, the Department of Homeland Security (DHS) is calling. DHS components work collectively to prevent terrorism, secure borders, enforce and administer immigration laws, safeguard cyberspace and ensure resiliency to disasters. The vitality and magnitude of this mission is achieved by a diverse workforce spanning hundreds of occupations. Make an impact; join DHS.

Discover a challenging and rewarding career in CBP, the sole organization responsible for securing the nation's borders. At U.S. Customs and Border Protection, we:

- Screen passengers, vehicles, and shipments entering our country
- Seize illegal narcotics, vehicles, and agricultural products
- Prevent unauthorized entry into the country
- Rescue individuals who fall into dangerous conditions traversing our border

For more information about CBP's mission, activities, and careers, please see <http://www.cbp.gov>.

Become a CBP Officer (Program Manager) and apply your extensive, comprehensive, and thorough knowledge of program-related legislation and regulations. This position starts at a salary of \$108,887 (GS-14). Your expert investigative technique will allow you to manage the identification of potential terrorists and instruments of terror and assist in performing layered enforcement activities related to counter-terrorism.

Who May Apply: Current U.S. Customs and Border Protection employees with competitive status.

- For definitions of terms found in this announcement, please see http://www.dhs.gov/xabout/careers/gc_1303762131481.shtm.

Organizational Location: This position is located within U.S. Customs and Border Protection, Office of Field Operations, Operations Directorate, Field Liaison Division in Washington, DC.

One or more selections may be made using this job opportunity announcement. Further selections may also be made for additional organizational divisions and/or units within the duty location(s) listed above.

This position will be filled on a temporary basis not-to-exceed two years with a possible extension for an additional year. No later than the end of the second year of this temporary promotion/reassignment, a decision will be made by management to determine whether 1) the incumbent will return to the same or similar position and the previous grade held prior to this temporary promotion/reassignment; or 2) the incumbent will be permanently promoted/reassigned without further competition. If management grants the incumbent permanent status, the option for management to return the employee to the same or similar position will no longer be available as stated in option 1.

If going from a LEO Covered Position to a Secondary CBPO Enhanced Retirement Covered Position: Please be advised that when you enter on duty in this Secondary CBPO Enhanced Retirement covered position you will no longer be covered under the Special Retirement System for Law Enforcement Officers, but will only be covered under the Federal Employees Retirement System (FERS). For further information on the Secondary CBPO Enhanced Retirement Coverage, please see the section on **Retirement Coverage**.

Duties

In this position you will become a key member of a team of homeland security professionals representing the Office of Field Operations and Customs and Border Protection. Typical work assignments include:

- Working in partnership with Field Operations Executive Management to strengthen effective communication and involvement between Field Operations-Headquarters, Field Offices, and Ports of Entry.
- Performing as a liaison to other Federal agencies and entities in the private sector in order to maintain up-to-date technical familiarity with complex subject matter, and applying comprehensive knowledge of programs to assist Field Offices.
- Assimilating extremely large volumes of information cutting through peripheral details to zero in on critical issues.
- Communicating (written and orally) to provide adequate service to leadership and the Field Offices.
- Preparing briefing materials, analyzing data, or making decisions on important issues and briefing up to the Executive Director, Executive Assistant Commissioner and representing OFO or the agency to internal and external stakeholders and/or other agencies.

Travel Required

- 25% or Greater
- You will be required to travel frequently.

Relocation Authorized

- Yes
- Relocation expenses will be paid in accordance with the Federal Travel Regulation limits and agency policy.

Job Requirements

Key Requirements

- You must be a U.S. Citizen to apply for this position
- You may be required to pass a background investigation and/or polygraph
- Males born after 12/31/1959 must be registered with Selective Service
- You may be required to pass initial and random drug testing
- You must possess a valid driver's license and meet firearms requirements
- You must pass the CBP Officer Promotional Assessment (including In-basket)

Qualifications

GS-14: You qualify at the GS-14 level if you possess one (1) year of specialized experience including leading, directing, supervising, or providing technical direction to others in performing inspection, intelligence analysis, examination, and law enforcement activities relating to the arrival and departure of persons, conveyances, and merchandise into the U.S.; expert skills and ability to collect and analyze information from a wide variety of sources to effectively identify known or potential terrorists or instruments of terror, criminals, smuggling aliens, trends, and other threats to the Headquarters elements, the U.S. borders and national security.

Secondary CBP Officer Enhanced Retirement Requirement: The criterion is that knowledge, skill and ability in a position deemed to meet primary CBPO special retirement coverage is a **mandatory prerequisite** to satisfactory perform the major duties and responsibilities of this job. In order to meet the requirements of this secondary CBP Officer position you must have permanently served in a primary CBP Officer Special Enhanced Retirement covered position, i.e. Customs Inspector, GS-1890, Immigration Inspector, GS-1816, Canine Enforcement Officer, GS-1801, or CBP Officer, GS-1895.

Note: If you currently serve in a permanent Secondary CBP Officer Enhanced Retirement covered position, you are exempt from this mandatory prerequisite.

Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; spiritual; community, student, social). Volunteer work helps build critical competencies, knowledge, and skills and can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience.

You must:

- Meet all qualification requirements, subject to verification at any stage of the application process; and
- Meet all applicable Time in Grade requirements (current Federal employees must have served 52 weeks at the next lower grade or equivalent grade band in the Federal service) by Friday, November 25, 2016.

Promotion Eligibility Rules as of Oct 01, 2013 (Directive No. 51332-022B): CBP requires competition for selection into supervisory and managerial positions for occupations covered by competency-based assessments.

Candidates for this GS-14 supervisory/managerial position must have competed for and served in a permanent or temporary GS -13 second-line or higher supervisory position or in a permanent GS-13 managerial position.

The above requirement does not apply if you currently hold or previously held a permanent supervisory or managerial GS-14 (or higher) or equivalent position.

To view the Promotion Eligibility Directive in its entirety, please visit the HRM career center webpage on CBPNET.

If you are not a current 1895, and you are selected, you will have to meet the following medical/physical standards:

Physical and Medical Requirements: Because the duties of the position are of a strenuous nature and require a high degree of interaction and responsibility to the public, you must undergo and successfully pass our medical screening process. We will schedule, provide and pay for the required basic medical examination. For more information, go to http://www.cbp.gov/sites/default/files/documents/cbpo_drug_test_3.pdf

Physical Fitness Screening: Due to the strenuous nature of the CBP Officer duties and the associated training programs, fitness tests have been developed and will be used to screen candidates for CBP Officer positions. Candidates will be required to pass 2 pre-employment fitness tests. For more information on the requirements and a 6-week readiness program designed to assist you in achieving a level of physical fitness that will help you successfully pass the CBP fitness tests, please see the following links: <http://www.cbp.gov/careers/join-cbp/which-cbp-career/cbp-officer> and [Pre-Employment Fitness Test-1 Physical Readiness Program](#)

Firearms Requirement: You will be required to carry a firearm and maintain firearm proficiency. Any person who has been convicted of a misdemeanor crime of domestic Violence cannot lawfully possess a firearm or ammunition. You will be required to certify whether you have ever been convicted of such an offense. False or fraudulent information is criminally punishable by fine or imprisonment.

Uniform: This position requires you to wear an officially-approved uniform while in a duty status.

Data Systems: You will be required to maintain access to all data systems necessary for duty execution.

Foreign Language: Foreign language proficiency may be required in some locations.

Shift Work/Overtime: You will be required to work on a shift and rotational basis and perform substantial amounts of overtime.

Basic Training: You may be required to attend approximately 18 weeks of training at the Federal Law Enforcement Academy (FLETC). Candidates selected for certain duty locations may receive an additional 6 weeks of Spanish language training.

Motor Vehicle Operation: You must possess a current valid State driver's license at the time of appointment.

Physical and Environmental Conditions: The work environment includes offices, aircraft operation areas, airline passenger and cargo areas, and marine docks. Periods of outdoor work may be required in snow, rain, or extreme heat. Occasional periods of outdoor work may be required in remote areas with no modern comfort facilities. The work may involve the use of toxic chemicals, pesticides and fumigants. Protective clothing may be required such as hard hats, gloves, goggles, hearing protection, and respirators.

Managerial Probationary Period: You may be required to serve an 18 month probationary period upon appointment and complete a Managerial training course within 12 months of assignment.

Managerial Training: All newly appointed, permanent second level managers are required to complete mandatory training. The training will be scheduled by the Office of Training and Development within the first 90 days of appointment. The duration of the training will include 4 weeks of in residence training in Harpers Ferry, WV. *Note: This training may be waived if previously completed.*

Security Clearance

Secret

Additional Information

What To Expect Next

Once the job opportunity announcement has closed, we will assess your experience and training, identify the best qualified applicants, and refer those applications to the hiring manager for further consideration and interviews. You will be notified by email after each of these steps has been completed. Stay informed of changes to your application status by signing up for automatic email alerts at: <https://my.usajobs.gov/Account/NotificationSettings.aspx>. If you are referred, you will receive a final notification of the disposition of the announcement. We expect to make a tentative job offer within 60 days after the close of the announcement. If you are selected, we may conduct a suitability/security background investigation.

BENEFITS

DHS offers competitive starting salaries and an attractive benefits package, including: health, vision, dental, life and long-term care insurance, Thrift Savings Plan (similar to a 401(k)), Flexible Spending Account, retirement plan, Employee Assistance Program, personal leave days and paid federal holidays. Other benefits may include: flexible work schedules, telework, tuition reimbursement, transportation subsidies, uniform allowance, health and wellness programs, and fitness centers. DHS is committed to employee development and offers a variety of employee training and development opportunities. For more information, please go to www.dhs.gov/careers and select "Benefits".

Retirement Coverage: This position has been identified as a secondary position as provided under the enhanced retirement provision of Public Law 110-161 for Customs and Border Protection Officers. Please see http://cbpnet.cbp.dhs.gov/xp/cbpnet/hrm/retirement/new_cbpo_retirement_coverage/cbp_faqs.xml for requirements of secondary coverage. Information is also available by calling the CBPO Retirement Coverage toll-free hotline at 1-866-469-7359 or emailing questions to rabaservices@cbp.dhs.gov. If you are found qualified and eligible to occupy this position but do not meet the criteria to receive the enhanced retirement coverage, you will be covered under the FERS retirement system.

You will retain your current retirement coverage while in this temporary position.

Other Information

Background Investigation: Customs and Border Protection (CBP) is a federal law enforcement agency that requires all applicants to undergo a thorough background investigation prior to employment in order to promote the agency's core values of vigilance, service to country and integrity. During the screening and/or background investigation process, you will be asked questions regarding any felony criminal convictions or current felony charges, the use of illegal drugs (i.e., marijuana, cocaine, heroin, LSD, methamphetamines, ecstasy) and the use of non-prescribed controlled substances including any experimentation, possession, sale, receipt, manufacture, cultivation, production, transfer, shipping, trafficking, or distribution of controlled substances. Entry into this position may require that you successfully pass a polygraph examination. For more information, please see: http://www.cbp.gov/xp/cgov/careers/apply/mandatory_back_invest.xml.

Probationary Period: Current and former federal employees may be required to serve or complete a probationary period.

This position is not covered under the bargaining unit.

CBP uses E-Verify, an internet-based system, to confirm the eligibility of all newly hired employees to work in the United States. Learn more about E-Verify here, <http://www.uscis.gov/e-verify>, including your rights and responsibilities.

Every individual receives a fair opportunity throughout the Federal recruitment and hiring process. To learn more, click on the link https://hru.gov/Studio_Recruitment/tools/Mythbuster_on_Federal_Hiring_Policies.pdf

Follow U.S. Customs and Border Protection on Twitter [@CustomsBorder](https://twitter.com/CustomsBorder)

Please view the video "Protecting America 24/7" to learn more about CBP's Office of Field Operations: http://cbpapps.cbp.dhs.gov/ofo/2011/protecting_america/pro_america.wmv

How to Apply

To begin your online application, click "**Apply Online**" to create a USAJOBS account and follow the prompts or log in to your existing account. Your application packet must include a completed assessment questionnaire, a resume, and any applicable and/or required supporting documentation. Please see the "Required Documents" section below for additional information. All application materials, including transcripts, must be in English.

We strongly encourage you to apply online. If you cannot apply online, you may fax your resume, assessment questionnaire, and supporting documents to **(478) 757-3144**. You must print a copy of and document your responses to the assessment questionnaire [View Occupational Questionnaire](http://www.opm.gov/Forms/pdf_fill/OPM1203fx.pdf) using OPM Form 1203-FX http://www.opm.gov/Forms/pdf_fill/OPM1203fx.pdf, and the official fax cover sheet: <http://staffing.opm.gov/pdf/usascover.pdf>. Please include job opportunity announcement ID 1826198 and provide your SSN, name, and address using the exact name you used when you filled out the questionnaire. If you have uploaded documents into your application, you do not need to fax those same documents.

Applications and supporting documentation will not be accepted by mail or email. The address below is for inquiries only. You may apply more than once, but the most recent application is the only one that will be used. **You must submit your resume, your online questionnaire, and any supporting documents by 11:59 PM Eastern Time on Friday, November 25, 2016.**

How You Will Be Evaluated

Qualified U.S. Customs and Border Protection (CBP) candidates will be ranked on the basis of the scores received on your CBP Officer Promotional Assessment. Competitive applicants must have a valid test score when the announcement opens, or we cannot consider you for this position. Alternate Staffing (Non-Competitive) Candidates need not have a current, valid test score. Alternate Staffing (Non-Competitive) candidates include applicants who have permanently held a position at the highest grade announced or higher.

Your application record will remain in a pending status until after the announcement closes, at which time we will upload test scores. If you have completed the assessment questionnaire and have uploaded all required documents for this announcement, there is nothing further you need to do at this time.

If you are best qualified, you may be referred to the hiring manager for consideration and may be called for an interview. To preview the job questionnaire, see [View Occupational Questionnaire](#).

Knowledge, Skills, Abilities and Other Characteristics (KSAOs):

Candidates who meet the minimum qualification requirements are required to possess certain Knowledge, Skills, Abilities, or Other Characteristics (KSAOs) to successfully perform the functions of this position. Candidates will be asked to demonstrate their attainment of these KSAOs in their resume. The KSAOs are:

Knowledge of program related legislation and regulation and extensive knowledge of inspection and investigative techniques

Ability to effectively apply behavioral and cultural analysis and decision making skills in order to perform risk assessments

Ability to collect and analyze information from a wide variety of sources

Agency Career Transition Assistance Program (CTAP) eligibility: If you have never worked for the federal government, you are not CTAP eligible. Information about CTAP eligibility is on the OPM's Career Transition Resources website at: [http://www.opm.gov/Reduction In Force/employee resources/ctap/Employee-Guideline CTAP.asp#3a](http://www.opm.gov/Reduction%20In%20Force/employee_resources/ctap/Employee-Guideline%20CTAP.asp#3a). To be considered well qualified under CTAP, you must possess the knowledge, skills and abilities and/or competencies clearly exceeding the minimum requirements of the position. This will be measured by a score of 85 or higher. In addition, you must submit the supporting documents listed in the "Required Documents" section of this announcement.

Required Documents

- **Your resume:** A resume describing your job-related qualifications is required and will be used for the purpose of reviewing your qualifications and determining what training, if any, would be required when placed. Your resume must be in English and must include your job titles and a detailed description of your duties and the dates you performed them (MM/DD/YY), as well as your hours per week for each position listed. Your resume should also contain your full name, address, phone number, email address, and salary. NOTE: Resumes stored on USAJOBS will not automatically carry over to this announcement. You must upload or fax your resume and any other applicable supporting documentation.
- **Your responses to the job questionnaire** [View Occupational Questionnaire](#)
- **Are you claiming special priority selection rights under the Agency Career Transition Assistance Program (CTAP)?** You must submit a separation notice; your most recent SF-50B (noting your current position, grade level and duty location); a current (or last) performance rating of record of at least fully successful or equivalent; an agency certification that you cannot be placed after injury compensation has been terminated; an OPM notification that your disability annuity has been terminated; or a Military Department of National Guard Bureau notification that you are retired under 5 U.S.C. 8337(h) or 8456.
- ***Veterans preference points are not applicable to Merit Promotion announcements.***
- You may be asked to provide a copy of your recent performance appraisal and/or incentive awards. Consideration will be given to performance appraisals and incentive awards as an indication of quality prior experience, no points will be assigned.

Please upload your resume under "Resume" and any other applicable supporting documents mentioned above under "Other" documents. "Other" documents may not be applicable for each applicant, but should be utilized if you are submitting a SF-50 for proof of federal service, veterans documents for eligibility, transcripts for qualifications, etc.

It is your responsibility to verify that any information entered, uploaded, or faxed is received and is accurate. Human Resources will not modify or change any part of your application. If a document is not legible, you will not be able to view it in your application and you must again upload or fax it by the closing date.




Department Of Homeland Security

Customs and Border Protection

Contact

CBP MHC Hiring

Phone: (952)857-2932 

Email: CBPHIRING-APPLICANTINQUIRY@CBP.DHS.GOV

Address

Customs and Border Protection

5600 American Blvd

Suite 700

Bloomington

MN

USA

(478)757-3144 